

# DIRECTIVE

## WELFARE-TO-WORK

Number: WD99-6

Date: June 24, 1999  
69:98:jp:2736

TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
WELFARE-TO-WORK 15 PERCENT SUBGRANTEES  
COUNTY WELFARE DEPARTMENT DIRECTORS  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
EDD EXECUTIVE STAFF  
WORKFORCE DEVELOPMENT BRANCH STAFF

SUBJECT: WELFARE-TO-WORK CAPACITY BUILDING SALT FUNDS

### EXECUTIVE SUMMARY:

#### Purpose:

This directive provides procedures regarding capacity-building Welfare-to-Work (WtW) State-Approved Local Training (SALT) funds that are used to meet local needs for professional development, "best practices" training, travel costs for State-sponsored meetings, and other capacity building activities.

#### Scope:

Funds provided through SALT are available for local capacity-building activities.

#### Effective Date:

This directive is effective immediately.

### REFERENCES:

- Title 20 Code of Federal Regulations, Section 645.425(a)(5) and (13).

### STATE-IMPOSED REQUIREMENTS:

This directive contains some State-imposed requirements. These requirements are indicated by ***bold, italic*** type.

### FILING INSTRUCTIONS:

This directive finalizes Draft Directive WDD-5, issued for comment on May 5, 1999. Retain this directive until further notice.

## **BACKGROUND:**

The SALT process was established by the Job Training Partnership Division (JTPD) for capacity-building efforts for the Job Training Partnership Act. Under this process, each Service Delivery Area (SDA) subgrantee received a sum of money to develop the skills of front-line staff. The SDAs are required to report the use of these funds and return all unused funds to the State at the end of the State Fiscal Year. Such funds may not be used for out-of-State activities, staff salaries, or development of automation systems.

The JTPD is now implementing this process under the WtW program. Each SDA will be provided with \$7,500 in WtW SALT funds in each of the next two years for the purpose of building staff capacity. Additionally, each non-SDA organization that was awarded a WtW 15 percent special project grant will receive a WtW SALT allocation of \$1,500 each funded year. Each SDA and 15 percent subgrantee will be required to adhere to appropriate reporting requirements and restrictions on the use of the funds. Note that SDAs awarded 15 percent grants will receive a maximum of \$7,500 in WtW SALT funds.

## **POLICY AND PROCEDURES:**

This directive provides policy direction regarding the use of WtW SALT funds. Such local training funds are intended to enhance the capacity of front-line staff providing WtW customer services. Training should not duplicate training available at the State-level, unless it provides additional components that are specifically relevant to local needs. The SDAs and 15 percent subgrantees obtain WtW SALT funding for capacity-building efforts via normal contract procedures. The WtW SALT process requires that subgrantees set aside sufficient travel resources to attend training or meetings as directed by JTPD.

## **ACTION:**

### **Subgrant Augmentation:**

***For each Program Year (PY) 1998/1999 and 1999/2000, the maximum amount of WtW SALT funds available for each SDA is \$7,500 and \$1,500 for each 15 percent subgrantee. The SDA and 15 percent subgrantees' PY 98/99 subgrants will automatically be augmented with the appropriate level of WtW SALT funds. These funds are available for expenditures from May 1, 1999, until June 30, 2000. For PY 99/00, the WtW SALT funds will be included in the initial subgrants and will be available for expenditure from July 1, 1999 until June 30, 2000.***

***Funds may be used to support "best practices," professional development, and compliance training (if not available through the State or its contractors). Funds may also be used to attend conferences or seminars designed to enhance staff capacity.***

***The WtW SALT funds may not be used for the following:***

- ***Staff salaries or benefits.***
- ***Out-of-State travel.***
- ***Development of management information systems.***

**Reporting:**

***The SDAs and 15 percent subgrantees must submit a WtW SALT Year-End Report (Attachment) reflecting the actual use of WtW SALT funds. The final report for PY 98/99 and PY 99/00 expenditures is required by July 25, 2000.***

***Any unexpended SALT funds, as reflected by the year-end reports, will be returned to the State via subgrant deobligation.***

**INQUIRIES:**

Please direct inquiries about this directive to your assigned program manager at (916) 654-7799.

/S/ BILL BURKE  
Assistant Deputy Director

Attachment

**WELFARE-TO-WORK  
STATE-APPROVED LOCAL TRAINING  
YEAR-END REPORT**

Welfare-to-Work (WtW) State-Approved Local Training (SALT) funds must be used to support capacity-building activities at the local level. The WtW SALT funds are targeted to front-line staff who provide direct program participant services.

The WtW SALT Year-End Report requires the following information:

- Activity (e.g., training title, meeting topic, travel description).
- Vendor/training facility.
- The number of persons who attended.
- Their designation as either front-line or administrative staff.
- The type of training (i.e., either compliance, professional development, or “best practices” training).
- Cost for activities listed.
- Total costs.

Training activities may include formal training, peer consultant services, and travel (including per diem) to attend training, conferences, or meetings. Tuition, travel, per diem, training materials, and contracted training activity should be included in total training costs.

The WtW SALT funds may not be used for administrative costs, staff salaries or benefits, out-of-State travel, training available through the State or its contractors, or the development or implementation of management information systems.

The attached WtW SALT Year-End Report will be used for these purposes. All unspent funds will be returned to the State via subgrant deobligation.

# WELFARE-TO-WORK STATE-APPROVED LOCAL TRAINING YEAR-END REPORT

The \_\_\_\_\_ (SDA or 15 percent subgrantee) provides this Year-End Report regarding the use of Welfare-to-Work SALT funds and further certifies these funds were used in accordance with the provisions contained in the master subgrant. The SDA also acknowledges all unspent funds will be returned to the State.

\_\_\_\_\_  
SDA Director/15 Percent Subgrantee

\_\_\_\_\_  
Date

*For persons attending, please indicate the number of trainees who attended training. These should denote either L for front-line or A for administrative staff. For training type, please indicate either C for compliance, PD for professional development, or BP for best practices.*

Activity, Title of Training, Seminar/Conference, Meeting Topic or Travel	Vendor/Training Facility	Persons Attended		Training Type	Cost
		L	A		

*(Attach additional pages if necessary)*

**TOTAL COST**

For WtW Use Only

Reviewer:

Date: